

Safety and Risk Management Committee Meeting Minutes September 2007

Present: Tommie Murray, Sarah Merrill, Cindy Bronson, Deb Bard, Eyvette Santamore, Donna Delphia, Mike Ryan, Fran Levine, Mick Graham, Steve Barden

Absent: Gwyn Lipsey, Brenda Wetmore, Jerry Roberts, Mike Kuhn, Adena Weidman, Anne Jerman, Terry Rowe, Tom Simpatico, Jeni Roggensack

Guest: None

Agenda:

Follow up:

- Quantros update
- Safety Audits
- Thermometer checks
- Step from the exit of the Dale building (too high)
- Safety Officer Reports
- Snow Removal Plan
- Brooks 1 Hallway Lighting
- Grill Storage

Committee Discussion:

- Mock Medical Emergency Plan
- Patient Use of Hand Hygiene prior to meals
- Treatment Mall: Environment of Care

Thermometer Checks:

Temperature Checks are being performed on all refrigerators on patient care units. Reports are sent to D. Delphia.

Action:

- D. Delphia to send logs to T. Murray for QA tracking
- Verify Treatment Mall is using correct tool and performing daily checks: T. Murray to contact P. Kinner

Follow up on Quantros:

Sarah talked about the contest renaming the program and the \$50.00 certificate to Waterbury Wings. Michael Hartman will make the final decision on the name. The program itself should be up and running for all staff by the 3rd week in October. It is probable that QA will be using it in 2 to 3 weeks.

Action: Will update Committee at next meeting

Safety Audits:

QA is not receiving all the monthly forms from the units...

Areas which are providing Quality the reports demonstrate good compliance.

Action: It was suggested that Safety Officers should be assigned for back up when the officer is on vacation, not available

Nurse Managers and Safety Officers for each unit to discuss

Steps of Dale Building:

BGS added layers of grass to the front of the step which solved the problem.

Snow Removal Plan:

Eyvette described the system for clearing walkways was to have Housekeeping shovel them at 6:00AM (including Sat and Sun if a storm occurs). The questions from the Committee include:

- Is there a plan for repeat shoveling if snow continues?
- Is there a plan to assure each area of refuge for egress are constantly maintained to allow access for all patients and staff who would have to use this area in the event of emergency?
- Is BGS aware VSH is using Dale 2, and should we consider the stairs as egress to the open yard? (Alternative is down stairs to units and through DOC as 2 means of egress)

Roof snow removal:

- Staff expressed concern that the roofs over exits have had problems with snow / ice masses falling on people as they exit.

Action: T. Murray to invite J. Jewett from BGS to attend meeting

Brooks 2 Hallway Lighting

No information. Will check with Manager

Emergency Drill Report

David presented the emergency drills that have taken place so far and the scenarios that he has for future reference.

- Drills have revealed opportunities for improvement and action has been taken (Ex: move 02 masks to top of cart)
- Drills have had positive feedback from staff as a good way to assure we are ready for an actual emergency.
- Drills will expand to other areas of the facility
- Discussion of Committee re: frequency on going for the drills. Decision: Maintain at least 1 set of drills every month and include all areas where patients may be located.

Action: Next month: Drills in treatment mall/canteen...

Grill Storage for Winter

Grill Storage: Outside with tanks in place and covered.

Refilling the tanks, who does it? Deb will talk to Keith.

Action: D. Bard to provide follow up

Hand Hygiene

Involving patients in hand hygiene. One suggestion was to greet the patients as they enter the dining room and offer them a squirt of hand cleanser. A couple of staff members said the patients would not respond. It was suggested to make it fun for them. Increase the activity. Have the patient get involved on a hand washing poster that they could create or some other project that would encourage them to for better hygiene.

We need a member from activities to join the safety committee.

Action: T. Murray to contact P. Kinner for membership

Activities

Discussion by team of potential safety issues in the Dale 2 area.

Action: T. Murray to coordinate an initial survey of area for areas needing immediate attention. Contact A. Weidman for review with Fire Marshalls

Next Meeting: October 23rd, 1:00 in Hanks Courtroom